

HOME REMODEL PROJECTS

(Revised 02 2015)



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Home Remodel Projects

Important Design Considerations

A Remodel permit is required if you plan to do ANY of the following:

- **Remove walls**
- **Construct new walls**
- **Remove sheet rock or wallboard or open any wall or ceiling cavity.**

(This includes kitchen backsplash and bath/shower surrounds.)

A remodel project does not allow for the creation of new space in your home. These types of projects would be classified as an “Addition” and different requirements apply. Please see the criteria for Additions if this is the case. If you have a combination project of remodeling and addition, always use the highest ranking project to determine which criteria to use. The project hierarchy is:

- 1. New Home Construction**
- 2. Reconstructions**
- 3. Additions**
- 4. Remodels**

Additional permits will be required for the individual trade contractors (electrical, plumbing, HVAC). The extent of your project could require you to meet the same requirements as a new home for the entire structure, including the installation of a fire sprinkler system, site drainage system and resolution of any violations of required setbacks. Please see the Remodel Work Sheet to determine which criteria to use. A project which exceeds the 50% limits determined in the Remodel Worksheet is referred to as a **Reconstruction.**

- **Reconstruction** shall mean the reconstruction of 50% or more, either value or living area, (of which a building permit is required) of an existing structure within the existing footprint. This includes structural (wall board or ceiling board is removed), and/or if plumbing or electrical utilities are impacted. The reconstruction shall be cumulative of all remodeling or modification work to the structure within any consecutive twenty-four (24) month period. A project on an existing structure which meets the definition of Reconstruction will be required to meet all of the New Home requirements including fire sprinkler systems, drainage, tree counts, and other major components of the structure. A worksheet is included in with this package to assist you in determining if your project will be considered a Reconstruction project
- **Plan Size** NO DOCUMENTS OR PLANS LARGER THAN 11" X 17" MAY BE SUBMITTED. Only **ONE** set of documents or plans is required. Scale is not required to be maintained but dimensions must be clearly labeled on the plans. No staples or torn pages.
- **Insurance** All contractors requiring permits shall file with the city, and maintain for the entire period during which work pursuant to such permit is being performed, commercial general liability insurance in an amount of not less than five hundred thousand dollars (\$500,000.00).
- **Working Hours** Construction and deliveries may be between the hours of 7:00 a.m. and 6:00 p.m. on weekdays that are not Recognized Holidays, and between the hours of 8:00 a.m. and 5:00 p.m. on Saturdays that are not Recognized Holidays, except in cases of extreme and urgent necessity in the interest of public safety with the approval of the Building Official. No construction shall be done on Sundays Recognized Holidays shall include New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.
- **No Street Parking** For any address for which an active building or maintenance permit has been issued, all vehicles shall be required to be parked on the lot for which the permit has been issued. For private streets, parking may not be in the access easement. Vehicles parked temporarily for a period of 30 minutes or less are not required to meet this requirement. Blocking of a street so that less than 15 feet of width for access is not allowed under any circumstance.

The City of Bunker Hill Village has adopted the following building codes:

- **2009 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INCLUDING APPENDICES E, F, G, AND I**
- **2009 INTERNATIONAL MECHANICAL CODE INCLUDING APPENDIX A**
- **2009 INTERNATIONAL PLUMBING CODE INCLUDING ALL APPENDICES**
- **2009 INTERNATIONAL FUEL GAS CODE INCLUDING ALL APPENDICES**
- **2009 INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS INCLUDING APPENDICES A, B, C, D, E, F, G, H, K, P, Q**
- **2009 INTERNATIONAL FIRE CODE INCLUDING APPENDICES B THROUGH J**
- **2009 ICC ELECTRICAL CODE**
- **2011 EDITION OF THE NATIONAL ELECTRICAL CODE EXCEPT ANNEX “H”**

AND the following modifications and additions:

307.2.1 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

- (8) Section 307.2.3 is hereby amended to read as follows:

307.2.3 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section 307.2.1 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and non deteriorating material.
2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

- (1) Minimum wire size for lighting and branch circuits is 12 gage in areas of new construction. Number 14 gage wire is not allowed for any purposes in areas of new construction.
- (2) All wiring beyond the electrical service meter must be copper. No aluminum wiring allowed beyond the electric meter.
- (3) All circuits, except those dedicated for specific appliances or required to be protected by GFCI, must be protected with combination breakers for arc and ground fault protection. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles.
- (4) Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).
- (5) Receptacle requirements for kitchen islands shall be twice (2X) the quantity required in Article 210.
- (6) Testing of Arc and Ground fault systems shall be performed at the receptacles.
- (7) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2011 and the following restrictions:
 - a. All wiring shall meet all requirements outlined in this code.
 - b. Maximum sound level at anytime shall be 70db or less measured at the property line.
 - c. Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
 - d. Minimum clearance between generator foundation and other structures shall be 24 inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than 24 inches.
 - e. No portion of the generator or wiring may be located in an easement or Right of Way.
 - f. Generator may not be located in any restricted area or required green space.
 - g. Generator may not be located within the required front yard of a lot.
 - h. A generator cannot be visible from a public or private street.

- (3) Section R902.2 is hereby amended to read as follows:

902.2 Fire-retardant-treated Shingles and Shakes. The use of wood shakes, shingles, or non-classified or unlabeled materials is prohibited.

- (4) The use of wood shakes, shingles, or non-classified or unlabeled materials is prohibited for use as an exterior covering as a siding for residential structures.

E3901.4.2 Island Countertop Spaces. At least two receptacle outlets shall be installed at each island countertop space with a minimum of four receptacles required for any island which has divided work or separate spaces as defined in E3901.4.4.

- (8) **E3902.11 Arc-fault circuit-interrupter protection** is hereby amended to apply to all branch circuits except those dedicated to appliances or protected by GFCI and/or fire alarm systems. A testing device shall be provided by the electrician at the final electrical inspection to test the arc and ground fault breakers at the receptacles. In addition, all branch circuits that supply 120-volt or greater power shall use a minimum of 12 gage copper wire in areas of new construction. No 14 gage wire allowed in areas of new construction.

- (9) Section E3901.10 is hereby amended to read as follows:

E3901.10 Hallways and Stair Landings. Hallways and stair landings of at least 3 feet (914 mm) or more in length as measured horizontally along the wall shall have at least one receptacle outlet. The hall length shall be considered the length measured along the centerline of the hall without passing through a doorway. Additional receptacles are required for each additional length of 12 feet (3658 mm).

- (10) Section M1411.3 is hereby amended to read as follows:

M1411.3 Condensate Disposal. Condensate from all cooling coils, evaporators and any condensate producing appliance shall be conveyed from the drain pan or appliance outlet to an approved place of disposal. Such piping shall maintain a minimum horizontal slope in the direction of discharge of not less than one-eighth unit vertical in 12 units horizontal (1-percent slope). Condensate shall not discharge into a street, alley, walkway, patio or other area which could become unsafe with the presence of water. A water level detection device conforming to UL 508 shall be provided that will shut off the equipment served in the event that the condensate line becomes blocked.

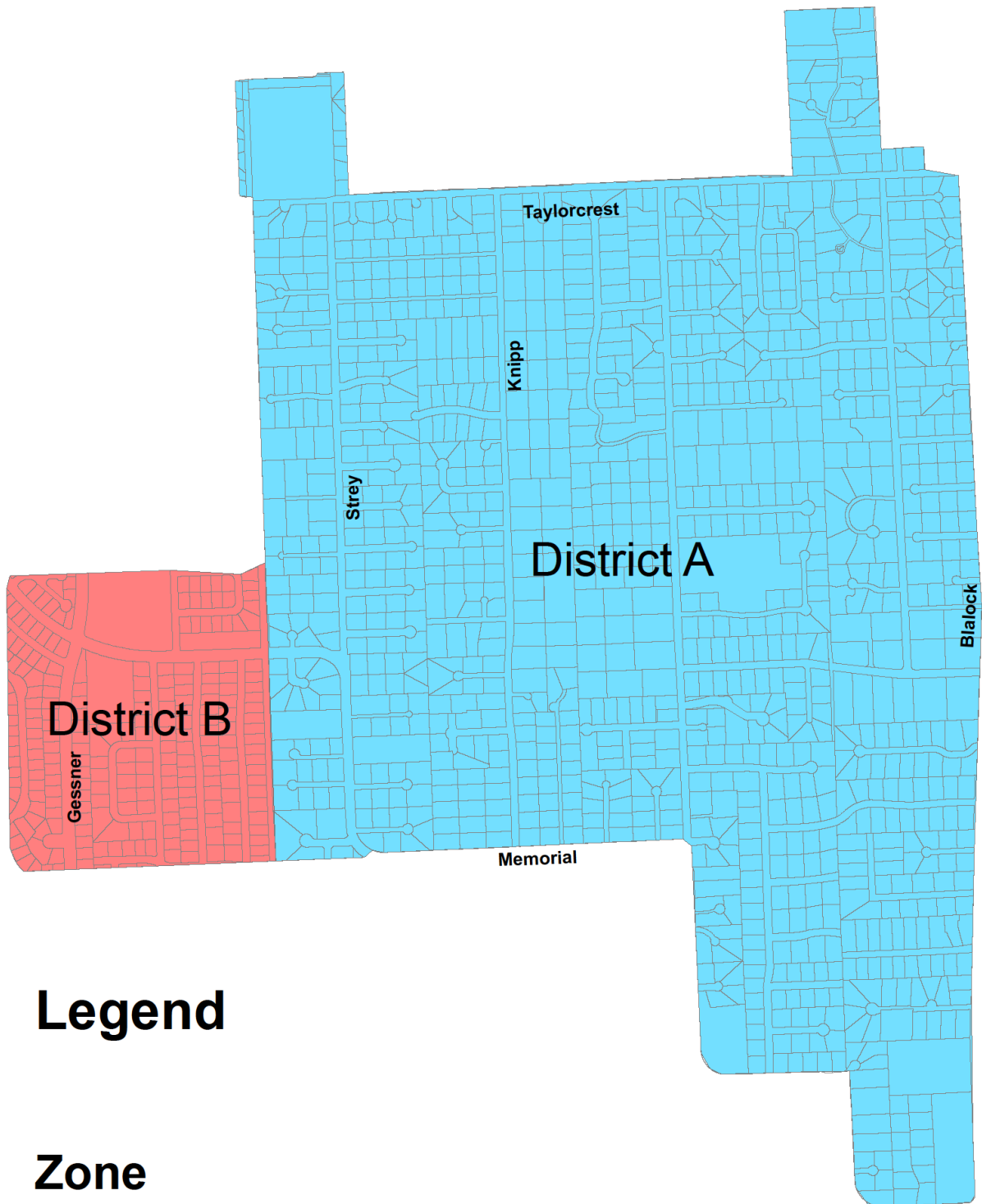
- (11) Section M1411.3.1 is hereby amended to read as follows:

M1411.3.1 Auxiliary and Secondary Drain Systems. In addition to the requirements of Section M1411.3 where damage to any building components could occur as a result of overflow from the equipment primary condensate removal system, both of the following auxiliary protection methods shall be provided for each cooling coil or fuel-fired appliance that produces condensate:

1. An auxiliary drain pan with a separate drain shall be provided under the appliance on which condensation will occur. The auxiliary pan drain shall discharge to a conspicuous point of disposal to alert occupants in the event of a stoppage of the primary drain. The pan shall have a minimum depth of 1 ½ inches (38 mm), shall not be less than 3 inches (76 mm) larger than the unit or the coil dimensions in width and length and shall be constructed of corrosion-resistant material. Galvanized sheet steel pans shall have a minimum thickness of not less than 0.0236 inch (0.6010 mm) (No. 24 gage). Nonmetallic pans shall have a minimum thickness of not less than 0.0625 inch (1.6 mm). Any appliance supports placed in the auxiliary drain pan must be of a noncombustible and non deteriorating material.
2. A water-level detection device conforming to UL508 shall be provided that will shut off the equipment served prior to overflow of the pan.

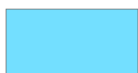
- (12) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2011 and the following restrictions:
- (a) All wiring shall meet all requirements outlined in this code.
 - (b) Maximum sound level at anytime shall be 70db or less measured at the property line.
 - (c) Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.
 - (d) Minimum clearance between generator foundation and other structures shall be 24 inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than 24 inches.
 - (e) No portion of the generator or wiring may be located in an easement or Right of Way.
 - (f) Generator may not be located in any restricted area or required green space.
 - (g) Generator may not be located within the required front yard of a lot.
 - (h) A generator cannot be visible from view from a public or private street.

City of Bunker Hill Village Zoning Map



Legend

Zone



District A



District B

Remodel Projects

Required Documentation

One set of the following items, no pages larger than 11" X 17", no staples please.

- ☐ This list with items checked if provided.
- ☐ Contractor Information Form
- ☐ Building Permit Application
- ☐ Remodel Worksheet
- ☐ Property Survey - 11" X 17"
- ☐ Floor Plan with areas to remodeled identified.
- ☐ Structural Drawing signed and sealed by a structural engineer if you plan to remove or modify any walls.
- ☐ A signed copy of your contract .

These forms are available as a fill in Excel Spreadsheet. You are strongly urged to use these as some results will be calculated for you.

Contractor Information



Company Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Office Telephone: _____

Fax: _____

Email: _____

Field Contact: _____ Cell: _____

If your company has a trade license:

Texas License Number: _____ Expiration Date: _____

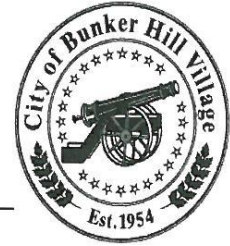
Name on License: _____

Liability Insurance Policy Number: _____

Expiration: _____

Please request your insurance carrier to fax the required insurance certificate to (713)827-8752. The City of Bunker Hill Village must be shown as a certificate holder. A copy of your applicable state license is also required. A Permit cannot be issued until this information is on file.

**City of Bunker Hill Village
Building Permit Application**



Date: _____

Project Address: _____

Type of Project: _____

Zoning District (A or B): _____ Lot Size (SF): _____ Square Feet

Contractor: _____

Email: _____

Fax: _____ Water Meter Size: _____

Project Description

Owner of Property: _____

Project Valuation: _____

Square Feet of Air Conditioned Space: _____ Square Feet

Non Air Conditioned but under roof: _____ Square Feet Slab Area: _____

Minimum Distance from Main Structure to:

Front Property Line: _____ Side Property Lines: _____

Rear Property Line First Floor: _____ Rear Property Line Second Floor: _____

All new construction may only be on property which has been legally platted and recorded. Please list the recording information for the Harris County Records:

Subdivision: _____

Lot: _____

Block: _____

Recording Volume: _____

Recording Page: _____

All projects except remodeling require a Pre-Development Meeting.

Date of Predevelopment Meeting: _____

City of Bunker Hill Village Remodel/Addition Worksheet



Date: _____
 Project Address: _____
 Contractor: _____
 Property Owner: _____

A. CURRENT SQUARE FEET OF TOTAL LIVING AREA:	_____	SQUARE FEET
B. CURRENT AVERAGE CONSTRUCTION COST	\$ 210.00	
C. STRUCTURE REPLACEMENT VALUE (A X B)	_____	
D. YOUR CONTRACT AMOUNT FOR ITEMS WHICH REQUIRE A PERMIT	_____	
E. PERCENT OF IMPROVEMENT (D/CX100)	_____	
F. SQUARE FEET OF ROOM IN WHICH REMODELING WITH TAKE PLACE	_____	SQUARE FEET
G. SQUARE FEET OF ANY NEW AIR CONDITIONED SPACE ADDED TO THE STRUCTURE	_____	SQUARE FEET
H. SQUARE FEET OF ANY NEW NON-AIR CONDITIONED SPACE UNDER ROOF.	_____	SQUARE FEET
I. PERCENT OF IMPROVEMENT (G+F)/A	_____	

If either "E" or "I" is 50.0% or more, your project is considered a reconstruction project and must meet the requirements of New Home construction. An exemption is available for substandard foundation elevations. Please see the permit requirements for New Home design and Construction. The undersigned agree that information provided above is accurate and further agree that any changes to the information will be provided to the city as soon as possible.

Contractor: _____ Date: _____
 Property Owner: _____ Date: _____

General Contractor Responsibilities

The general contractor **SHALL PROVIDE A SINGLE PROTECTED AREA FOR ALL PERMITS AND INSPECTION RECORDS** issued for that site.

SANITARY WASTE: All sanitary waste shall be collected in an enclosed portable waste collection unit (portable toilets) approved by the City of Bunker Hill Village. All portable toilets shall be screened from view from any adjacent private property or any public or private roadway with privacy fencing or other decorative screening materials, of a height of not less than the height of the portable toilet. Each portable toilet shall be served at least one (1) time per week.

All trees to be left on the site **MUST HAVE TREE PROTECTION IN PLACE BEFORE ANY CONSTRUCTION INCLUDING DEMOLITION TAKES PLACE.**

ALL STREETS AND PUBLIC DRAINAGE AREAS MUST BE PROTECTED FROM SITE RUNOFF WITH A SILT FENCE. Any tracking of mud or debris **MUST BE CLEANED DAILY.**

ON-SITE PARKING FOR WORKERS: All vehicles belonging to construction workers shall be parked on the job site unless special approval by the building official is received. The builder shall provide an all-weather temporary drive to minimize tracking dirt, mud, etc., onto the adjacent street or streets.

HOURS OF WORK NOTICES MUST BE POSTED. The City of Bunker Hill will provide these notices in English and Spanish. The general contractor is to place them in a protective sleeve or have them laminated and post both at the site.

ALL TRASH, DEBRIS, AND LITTER MUST BE PICKED UP DAILY.

Violation of any of the above **CAN RESULT IN STOP WORK ORDERS OR A FINE OF \$2,000 OR BOTH.**

A “Site Inspection” is required prior to any construction activities to confirm that all of the above are in place. No construction inspections will be scheduled until an approved site inspection have been performed. Items to be inspected as part of a site inspection:

- Permit posting station in place with permits on site
 - Tree protection as required
- Storm water protection in place (silt fencing)
- Designated construction parking location
 - Work hours posted
- Fencing around sanitary facilities
 - Dumpster in place

WORKING HOURS

**MONDAY – FRIDAY
7:00 A.M. TO 6:00 P.M.**

**SATURDAY
8:00 A.M. TO 5:00 P.M.**

**SUNDAY
HOLIDAY (NO WORK ALLOWED)**

LAS HORAS DE TRABAJO

LUNES – VIERNES

7:00 A.M. HASTA LAS 6:00 P.M.

SABADO

8:00 A.M. HASTA LAS 5:00 P.M.

DOMINGO

**DIA DE DESCANSO (NO SE PERMITE
TRABAJAR)**